

**DEPARTMENT OF THE ARMY**  
**Vacancy Announcement Number: SWGL04737037**

**Changes to the Job Announcement:** N/A

**Opening Date:** March 10, 2004

**Closing Date:** March 25, 2004

**Position:** Secretary (Office Automation), GS-0318-5  
**Salary:** \$26,699 - \$34,714 Annual  
**Place of Work:** US Army Engineer District, Memphis, Planning, Programs and Project Management Division, Project Management Branch, Memphis, TN  
**Position Status:** This is a Permanent position. -- Full Time  
**Number of Vacancy:** 01

**Click on links for more information**

**Duties:** Receives calls, greets visitors, and directs to staff member only those contacts needing their attention or action. Takes care of routine matters and on the basis of knowledge of the branch, refers other inquiries to appropriate personnel. Incumbent personally responds to routine and non-technical requests for information. Maintains Branch Chiefs calendar and schedules appointments. Composes correspondence on administrative support or clerical functions of the office. Receives and reviews mail for the branch. Maintains suspense records and follows up to ensure a timely reply or action. Prepares in final form all types of documentation and forms incident to branch personnel administration and office management. Operates electronic equipment such as a computer terminal for electronic mail or microcomputer for word processing applications. Maintains branch files. Prepares travel vouchers. Also uses the system to post automated time and attendance for branch personnel.

**Who May Apply:**

- All Federal employees serving on a career or career-conditional appointment.
- Reinstatement eligibles.
- NAF/AAFES Interchange Agreement eligibles.
- Veterans eligible under Veterans Employment Opportunities Act of 1998. (VEOA)
- Veterans eligible as 30% Disabled Veterans.
- Veterans' Recruitment Authority (VRA).
- Employment Program for People with Disabilities eligibles.
- Interagency Career Transition Assistance Plan (ICTAP) eligibles.
- Family member employees eligible under Executive Order 12721.
- Defense Civilian Intelligence Personnel System (DCIPS) eligibles.

**Qualifications:** Click on link below to view qualification standard

### General Schedule

- **SPECIALIZED EXPERIENCE:** To qualify applicants must possess 1 year of specialized experience equivalent to the GS-04 level. Specialized experience is defined as experience with regulatory and procedural materials governing the preparation of letters and reports; experience preparing travel orders and travel expense vouchers; experience maintaining time and attendance reports; experience receiving calls and greeting visitors. **GENERAL INFORMATION:** Faxed resumes and self-nominations or resumes and self-nominations mailed at government expense will not be accepted. This announcement may be used to fill like vacancies for six months after the closing date. **BASIS OF RATING:** Ratings will be based upon applicants qualifications and information indicated in the resume. Applicants within 30 days of meeting all requirements may be referred for consideration. The selected applicants resume will be used to verify qualifications.
- **Typing - Any Grade:** Qualified typist is required (40wpm).
- **GS-05:** One year of experience directly related to the occupation and equivalent to the next lower grade level, or 4 years of higher education above high school, or a combination of experience and education.
- The experience described in your resume will be evaluated as related to the qualifications, knowledge, skills and abilities required for this job.
- Education can be substituted for experience. Review the qualification requirements for specific information.
- Must have 52 weeks of Federal service at the next lower grade (or equivalent).

### Other Information:

- Permanent Change of Station (PCS) expenses will be authorized.

### Other Requirements:

- Personnel security investigation required.
- You will be required to provide proof of U.S. Citizenship.
- Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
- Direct Deposit of Pay is Required.

### How to Apply: (Click on How to Apply)

- Self-nomination must be submitted by the closing date.
- Resume must be on file in our centralized database.

If your resume is currently in our central database, you may click here to [Self Nominate](#)

Click here to use the [Army Resume Builder](#) to create your resume. Follow the instructions in this vacancy announcement to apply for the job.

Point of Contact: CPAC, Memphis, (901) 544-3824,

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